

SEND Manager

Person Specification

	Essential	Desirable
Knowledge & Experience		
Experience of working in a school		✓
Relevant qualification or experience		✓
Experience of working with professionals, parents/carers and young people with experience gained in a work, voluntary or domestic setting	✓	
Skills & Abilities		
Educated to Level 4/ 5 or relevant experience in a working environment		✓
Minimum Grade C GCSE in English and Mathematics	✓	
Ability to use own initiative as well as working within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Ability to interact with students	✓	
The ability to use ICT effectively	✓	
Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓	
Ability to understand and carry out verbal and written instructions	✓	
Ability to organise and prioritise work	✓	
Ability to remain confident yet discreet in dealing with visitors, parents and students	✓	
Ability to make quick decisions on which enquiries need to be referred on and dealt with	✓	
Be aware of child safeguarding arrangements	✓	
Hold a full UK driving license, with less than 3 endorsed points, and be able to drive academy minibus / own vehicle.	✓	
Personal Qualities		
Commitment to achieving high standards	✓	
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
A sensitive and caring manner	✓	
Calm under pressure	✓	